File No. 11015/01/2017-Coord(Part) Government of India Ministry of Road Transport and Highways (Coordination Section)

New Delhi, the 30th June, 2017

OFFICE MEMORANDUM

Sub: Monitoring of PMO references – Guidelines reg.,

This undersigned is directed to refer to the process of assimilating the various PMO ID's and D.O. letters received in this Ministry as desired by the Office of the Hon'ble Minister and to say that during the course of its compilation, a requirement for monitoring of PMO references/IDs/PG have been felt required. Accordingly, in order to track the PMO references smoothly and quickly, either individually or in a consolidated form, suitable modifications have been made in the File Management System (e-office) to facilitate tracking of such references.

In line with these changes three relevant fields have been incorporated in the Diary Details format in the File Management System (e-office) in consultation with the NIC, to be ensured at the time of diarising such receipts, namely;

(a)Type (b) VIP (c) Main category (Under pull down m	(i) PMO-Info, or (ii) PMO-Action (iii) PMO-Action (iii) PMO-PG	required, or

The category under the pull down menu would entail the following;

- <u>PMO-PG</u> for public grievance received through PMO, • PMO-Action required where PMO have asked to take suitable action and
- have not asked for any specific feedback/inputs/comments; <u>PMO-Info</u> where specific details/ information/ comments have been
 - (Illustrated as screen shots as appendix A, B & C).

All sections/divisions/zones are hereby requested to ensure strict compliance to this procedure in the case of all PMO references. In respect of Registry section, the Under Secretary(Gen) may ensure compliance. The existing practice of maintaining a separate record for all VIP references/ PMO cases will continue for efficient monitoring and disposal.

This shall come into force with immediate effect. 5.

(Anil Sharma)

Under Secretary to the Government of India

To

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- 1. All officers/Sections/Zones of MoRTH 2. NIC with the request to upload the O.M on Ministry's website
- 3. IAHE/NHAI/IRC/NHIDCL
- O&M Section for information and records.

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